



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-2706  
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY  
AUDITOR-CONTROLLER

WENDY L. WATANABE  
CHIEF DEPUTY

March 24, 2008

TO: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – MOORE'S  
COTTAGE - MOORE'S COTTAGE ALTADENA GROUP HOME**

We have completed a review of Moore's Cottage Altadena Group Home (Group Home or Agency) operated by Moore's Cottage. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Moore's Cottage Altadena Group Home is a six-bed facility, which provides care for boys ages 13-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Moore's Cottage Altadena Group Home was providing services for four Probation children.

Moore's Cottage Altadena Group Home is located in the Fifth District.

**Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

*"To Enrich Lives Through Effective and Caring Service"*

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address several deficient areas.

The Group Home needs to landscape the front and back yards and repair the side porch overhang, the kitchen floor, the living room sofa and the closet in bedroom three. The Group Home also needs to replace the dining chairs and the carpet in the bedrooms and remove the writing from the closet in bedroom two.

The Group Home needs to include the placement workers in the development and implementation of the Needs and Services Plans. The Group Home also needs to encourage and assist children in creating and maintaining photo albums/life books.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (626) 293-1102.

JTM:DC:CC:gfw

### **Attachments**

c: William T Fujioka, Chief Executive Officer  
Patricia S. Ploehn, Director, DCFS  
Susan Kerr, Administrative Deputy, DCFS  
Robert B. Taylor, Chief Probation Officer  
Steve Smith, Executive Director, Moore's Cottage  
Public Information Office  
Audit Committee

**Moore's Cottage  
Altadena Group Home  
Altadena, California 91001  
License Number: 191290878  
Rate Classification Level: 9**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Moore's Cottage Altadena Group Home is located in a residential community. The exterior of the Group Home is adequately maintained. The front and back yards are clean. However, the grass in the front and back yards is dry and brown and there are cracks in the side porch overhang.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the kitchen floor, dining chairs and living room sofa are damaged.

Generally, children's bedrooms are well maintained. The rooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. However, the carpet is worn and stained in the bedrooms. There is writing in the closet in bedroom two and the closet in bedroom three has water damage. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Moore's Cottage management:**

- a. Maintain appropriate landscape in the front and back yards.**
- b. Repair the side porch overhang.**
- c. Repair or replace the kitchen floor.**
- d. Repair or replace the dining chairs.**

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- e. Repair or replace the living room sofa.
- f. Replace the carpet in the bedrooms.
- g. Remove the writing from the closet in bedroom two.
- h. Repair the water damage in the closet in bedroom three.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive and include short and long term goals. However, all members of the treatment team are not included in the development or implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendation**

2. Moore's Cottage management include the placement workers in the development and implementation of the Needs and Services Plans.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendation**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendation**

There are no recommendations for this section.

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

**Recommendation**

There are no recommendations for this section.

**VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children receive voluntary medical, dental and psychiatric care.

**Recommendation**

**There are no recommendations for this section.**

**VII. Clothing and Allowance****Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. Moore's Cottage management encourage and assist children in creating and maintaining photo albums/life books.**

Moore's Cottage  
Altadena Group Home  
2353 Navarro Ave.  
Altadena, California. 91768  
Phone: 626 398-1227  
License No. 191290878  
Rate Classification Level: 09

**I. Facility and Environment**  
**Recommendations**

1. Moore's Cottage management
  - a. Landscape the front and back yards  
The front and back yards are being watered three times a week (Mon., Wed., and Sat.).  
The curb side grass area is being cultivated for seeding.  
(1) Staff will be responsible for assuring the grass gets watered on the scheduled days. (2) The facility manager will be responsible for monitoring the staff, and ensuring that the grass is watered.
  - b. Repair the side porch overhang.  
The side porch overhang has been repaired and painted.  
(1) The Saturday morning staff will be responsible for conducting a by-weekly exterior inspection of the building to ensure that the exterior is in good condition. (2) The facility manager will review the by-weekly inspection sheet, and make the necessary arrangements to repair any deficiencies.
  - c. Repair the kitchen floor.  
The kitchen floor is scheduled for completion by February 29, 2008
  - d. Replace the dining room chairs.  
The cloth seat cushions have been replaced with a vinyl surface to prevent soiling of the seat.  
(1) Staff will be responsible for ensuring that the dining room chairs are in good repair. (2) The facility manager will be responsible for monitoring the staff, and ensuring that the furniture is in good repair.
  - e. Repair the living room sofa.  
The seat area of the sofa is being repaired.  
(1) Staff will be responsible for ensuring that the living room sofas are in good repair. (2) The facility manager will be responsible for monitoring the staff, and ensuring that the furniture is in good repair.
  - f. Replace the carpet in the bedrooms.  
The carpets have been replaced in all three bedrooms, and the Iron burn pattern in front of bed room one has been repaired.
  - g. Remove the writing from the closet in bedroom two.  
Both closets have been painted in bedroom two.  
(1) The Saturday morning staff will be responsible for conducting a thorough room inspection to ensure that there is no graffiti present in the closet, or bed room walls. (2) The facility manager will be responsible for monitoring the staff, and ensuring that the bed rooms walls, and closets have been thoroughly inspected, and maintained.
  - h. Repair the water damage in the closet in bedroom three.  
The water damage has been repaired in the closet.  
(1) The Saturday morning staff, will be responsible for conducting a through room inspection to ensure that there is no water damage present in the closet. (2) The facility manager will be responsible for monitoring the staff, and ensuring that the closets are free of water damage.

## II. Program Services

### Recommendation

2. Moore's Cottage management includes the placement workers in the development and implementation of the NSPs.

Enclosed, see current letter of invitation to participate in the NSPs.

The group home therapist is responsible for sending out the invitation to the Probation Officer/Social Worker. The facility manager is responsible for confirming that the invitation has been sent.

## III. Educational and Emancipation Services

### Recommendation

There are no recommendations for this section.

## IV. Recreation and Activities

### Recommendation

There are no recommendations for this section.

## VI. Personal Rights

### Recommendation

There are no recommendations for this section.

## VII. Clothing and Allowance

### Recommendation

3. Moore's Cottage management, and staff encourages and assists children in creating and maintaining photo albums/life books. Residence are provided with a disposable camera each month to capture those special moments.

Enclosed, is the Facility Inspection Check List, and Maintenance Sheet, which will be completed and logged weekly, and by-weekly on Fridays, to ensure that any deficiencies are corrected within 7-days. The staff will be responsible for checking and completing the check list, and management will be responsible for correcting any deficiencies cited on the Facility Inspection Check List. Staff and management, will continue to encourage and assist minors in creating and maintaining the photo album/life book, by providing minors with cameras once month to generate photos of special events. The residence who choose not participate will be given a document to sign indicating their decision to not complete a photo album/life book. Ultimately, it is the responsibility of the Board of Directors, Program Director, and Administrator, to ensure that Moore's Cottage is in compliance with Department Of Children And Family Service, Probation Department contract, and Title 22, Community Care Licensing regulations.



Steven Smith Program Director